

Public Relations Subcommittee Guidelines  
Maine Area Service Committee of Narcotics Anonymous

The subcommittee will be known as the Public Relations (PR) Subcommittee of the Maine Area Service Committee of Narcotics Anonymous (MASCNA).

**Goal**

The goal of the PR Subcommittee is to increase awareness and credibility of the NA program in the Maine Area.

**Functions of the Subcommittee**

1. Establishes and maintains relationships with the public.
2. Uses a proactive rather than reactive approach to building relationships with the public.
3. Responds promptly to information requests from the public.
4. Fosters local PR activities.
5. Raises awareness of PR among NA members.
6. Attracts, recruits and trains PR subcommittee members and volunteers.
7. Works with Hospitals & Institutions (H&I) subcommittee.
8. Routes H&I requests to H&I subcommittee as appropriate.
9. Maintains written records of its projects, contacts and relationships.
10. Carries the NA message, as expressed in our literature, not our personal interpretation of it
11. Meets monthly at a regular date/time
12. Reports monthly to the MASCNA.

**Subcommittee Positions**

Chairperson

- Elected by the MASCNA.
- Reports monthly to the MASCNA.
- Clean time requirement as determined by MASCNA Guidelines.
- Schedules monthly subcommittee meetings.
- Sets the agenda of monthly subcommittee meetings.
- Facilitates monthly subcommittee meetings.
- Delegates tasks to subcommittee members and volunteers.
- Receives PR email.
- Keeps log of emails received and responses made.
- Is expected to attend all regularly scheduled subcommittee meetings
- More than two consecutive absences may lead to removal from office.

Vice Chairperson

- Carries out all responsibilities of the Chairperson in absence of the Chairperson.
- Clean time requirement one year.
- Is elected by PR subcommittee.
- Is expected to attend all regularly scheduled subcommittee meetings
- More than two consecutive absences may lead to removal from office.

Secretary

- Records minutes of subcommittee meetings and distributes to subcommittee members.
- Keeps contact list of subcommittee members and volunteers.
- Is responsible for administrative tasks such as photocopying and mailing.
- Ensure that copies of subcommittee guidelines are available at subcommittee meetings.
- Clean time requirement one year.

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Presentation Coordinator

- Recruits volunteers to attend PR events and presentations
- Schedules PR presentation and PR event trainings
- Maintains contact list of PR event and presentation volunteers.
- Maintains records of PR event and presentation activities.
- Is expected to attend all regularly scheduled subcommittee meetings
- More than two consecutive absences may lead to removal from office.

Members

- Must attend two consecutive subcommittee meetings to qualify as members.
- Are eligible to vote on all subcommittee business matters.
- Are encouraged to participate in subcommittee meetings in person or by conference call.
- Are expected to communicate when they are unable to attend subcommittee meetings.
- Are expected to familiarize themselves with the PR subcommittee guidelines.
- Are expected to familiarize themselves with the NA World Services Public Relations Handbook.
- There is no clean time requirement.
- Lose voting privileges for more than two consecutive absences without prior notification.

**Meeting Format/Procedures**

Meeting Format

- Trusted Servant Reports
- Open Forum
- Old Business
- New Business
- Announcements

Meeting Procedures

- The PR subcommittee attempts to use consensus-based decision-making (CBDM).
- If subcommittee members cannot arrive at consensus through CBDM, decisions will be made by voting.
- The subcommittee will abide by the *abridged version of Robert's Rules of Order* as found in the *NA Guide to World Services*.
- All qualified subcommittee members including the Vice Chairperson and Secretary are eligible to vote on all subcommittee business. The Chairperson votes only to break a tie.
- For regular business, a simple majority voting yes adopts the motion.
- For motions that change the subcommittee guidelines, two thirds voting yes is required.
- To amend PR subcommittee guidelines:
  - The PR subcommittee must vote in favor of such changes
  - The changes must be approved by the MASCNA

**Funding**

- The PR monthly budget is determined by the MASCNA Guidelines.